How to Create an Account on the New Parent Portal

1. Use the following procedure to create a new parent account.
   1.1. In order to create an account, you must have the Access ID and Password for at least one student enrolled in the school. You will need the Access ID and password for each student you want to add to your account.
   1.2. If you do not have this information or have questions, contact us at admin@wolcs.org or call the school at 215-927-7995.


3. Click the Create Account tab. The Create Account page appears.


5. Use the following table to enter information in the Create Parent Account section:
Field | Description
--- | ---
First Name | Enter your first name.
Last Name | Enter your last name.
Email | Enter your email address. The email address you enter is used to send you information, as well as account recovery notices and confirmations.
Desired Username | Enter the username you would like to use when signing in to PowerSchool. The user name must be unique.
Password | Enter the password you would like to use when signing in to PowerSchool. Use the password requirements on the page.
Re-Enter Password | Enter your password again exactly as you entered it in the above field.

6. Use the following table to enter information in **Link Students to Account** section:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Enter the first and last name of the student you want to add to your account.</td>
</tr>
<tr>
<td>Access ID</td>
<td>Enter the unique access ID for the student. If you do not have this information, contact the School.</td>
</tr>
<tr>
<td>Access Password</td>
<td>Enter the unique access password for the student. If you do not have this information, contact the school.</td>
</tr>
<tr>
<td>Relationship</td>
<td>Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.</td>
</tr>
</tbody>
</table>

7. Click **Enter**. The Parent Sign In page appears.

**Note:** If one of the following messages appears, re-enter your password accordingly:

7.1. Current password is not correct.
7.2. New password must be at least 6 characters long.
7.3. The verification password you enter must match the new password.
7.4. The password entered was previously used. Please enter a new password.

The next time you sign in to the PowerSchool Student and Parent portal, use your new password.

*Parents can also access their student’s information from any mobile device. Search for and install the new PowerSchool App and follow the instructions to login.*